

Overview of Collections Related Enhancements

The collections element of scientific research activities presents a particular challenge to parks. It is the responsibility of permit holders to meet NPS and park specific collections requirements as documented in the permit agreement. However, experience shows compliance is facilitated when parks have tools to monitor and spur the process. This document provides an overview of collections related enhancements incorporated into the RPRS in 2021.

Add collecting yes or no check box to the application. The OMB PRA approved application form has a yes/no question on whether the applicant proposes to collect. However, in the past we simply provided the option to enter detailed collections proposal information. Applicants frequently missed this collections element even though their study proposal did include collections. The yes/no question of whether the applicant proposes to collect is now a required question on the RPRS served application.


Would you like to handle or collect specimens? *

- ☐ Yes
☐ No

If you propose that specimens and/or material originating from such specimens be retained permanently, they will become part of National Park Service collections. You may request that such specimens and/or material originating from such specimens be loaned to one or more non-NPS institutions for management. If you do make this request, you accept responsibility for obtaining and submitting to NPS the signature of the official at each proposed repository using the form attached as Appendix A. Note that all specimens collected and material originating from such specimens remain Federal property.

Specimen Collections ⓘ

+ Add Specimen Collection

	Collection Type	Details
 No records were found.		

An answer of yes will trigger the collections data entry service where the applicant may provide details.

1. Description

2. Location

Where will data, materials, and specimens be collected?

Max. 300 chars.

Would you like to handle or collect specimens?

☒ Yes
☐ No

If you propose that specimens and/or material originating from such specimens be retained permanently, they will become part of National Park Service collections. You may request that such specimens and/or material originating from such specimens be loaned to one or more non-NPS institutions for management. If you do make this request, you accept responsibility for obtaining and submitting to NPS the signature of the official at each proposed repository using the form attached as Appendix A. Note that all specimens collected and material originating from such specimens remain Federal property.

Specimen Collection

Collect

Previous

Next

Add a Specimen Collection

Collected Specimens will be...

☐ Temporarily captured or handled (may include marking) and then released undamaged in place
☐ Temporarily retained, then destroyed through analysis or discarded after analysis (If your analysis later determines that temporarily retained specimens or material originating from such specimens in fact warrant permanent retention, contact the park research coordinator for further instructions)
☐ Permanently retained in National Park Service collection, maintained by NPS repository
☒ Permanently retained in National Park Service collection, maintained in one or more non-NPS repositories identified in attached Appendix A (complete and submit an Appendix A for each proposed repository)

Identify Repository

If you want NPS to loan the specimens that you collect to a repository that is not administered by the U.S. National Park Service, you must obtain the agreement and signature of the repository official when you apply for a permit. After you submit your permit application (Form 10-741), print the application using the Adobe PDF format option. The printed copy will include an agreement form (Appendix A). Mail, fax, or otherwise deliver it to the responsible official at the proposed repository, requesting the official's signature on the agreement form. Ensure that the original signed by a repository official, or a copy, is received by the appropriate Park Research Coordinator.

Lookup existing

Institution

Max. 100 chars.

Department

Max. 100 chars.

Contact Name

Max. 60 chars.

Contact Title

Max. 60 chars.

Address

Max. 150 chars.

Phone

Max. 25 chars.

Fax

Max. 25 chars.

Email

Max. 150 chars.

Website

Max. 500 chars.


Clear Repository Details

* Scientific description of specimens or materials to be collected

Max. 4000 chars.

US Department of the Interior

The application submission will show the answer to the collections question as well as the collections proposal specifics as entered into the collections data entry service.



APPLICATION FOR A SCIENTIFIC
RESEARCH AND COLLECTING PERMIT

United States Department of the Interior
National Park Service

All or some of the information you provide may become available to the public.

OMB # 1024-0236
Exp. Date 09/30/2023
Form No. 10-741a

Handling or Collection of Specimens
<p>Would you like to handle or collect specimens? Yes If you respond "Yes", please complete this entire section of the application (otherwise you may skip the remainder of this section).</p>
<p>Scientific description of collected specimens and/or material originating from such specimens proposed to be loaned to the non-NPS institution identified below (include taxonomic group or name, or type of material; sample size, quantity, frequency, and location): many animals</p>
<p>Proposed disposition of specimens identified for handling or collection: Permanently retained in National Park Service collection, maintained in one or more non-NPS repositories identified in attached Appendix A (complete and submit an Appendix A for each proposed repository)</p>
<p>If you propose that specimens and/or material originating from such specimens be retained permanently, they will become part of National Park Service collections. You may request that such specimens and/or material originating from such specimens be loaned to one or more non-NPS institutions for management. If you do make this request, you accept responsibility for obtaining and submitting to NPS the signature of the official at each proposed repository using the form attached as Appendix A. Note that all specimens collected and material originating from such specimens remain Federal property.</p>


Application submission landing page will provide instruction on the Appendix A: If an application includes a proposal to collect and retain collections at a non-NPS repository, the application submission landing page will provide instruction on the Appendix A. Additionally, a link to the PDF of the application which includes the Appendix A is provided.

NOTE: The Appendix A is an agreement between proposed repository and NPS to administer collections to NPS requirements. It is the applicant's responsibility to convey the Appendix A to the repository for signature and convey a signed copy to the park.

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Application Submitted Successfully

- Your application has been submitted successfully and you will receive an email shortly to confirm this request.
- The application will be reviewed by a Research Coordinator at William Howard Taft.
- On your application you propose that the NPS loan collected specimens to a repository that is not administered by the U.S. National Park Service. You must obtain the agreement and signature of the repository official at the proposed repository(ies). A printout of your application will include the necessary agreement form (Appendix A) appended to it. You may access a printout of your application from the "Download Printable File" link at the bottom of this page. Mail, fax, or otherwise deliver the Appendix A to the responsible official(s) at the proposed repository(ies). Ensure that the repository official signs the document, that you or the repository official send the signed document to the Park Research Coordinator at William Howard Taft, and that you confirm receipt. You may access park contacts, including the park curator, through the "Park Contact Information Link" at the bottom of the page.
- You may use this [printable PDF](#) to save and/or print your application for your own personal records.
- If you would like to submit your research study application to another park, [use this application as Template](#) . The information you entered for this application (ID 717990) will automatically be carried over to the new application forms.

[Return to Dashboard](#) [Park Contact Information](#) [Download Printable File](#)

Parks may track and document curator permit review: Permits are not valid until signed by the applicant and countersigned by the park authorizing official. Park coordinators use the “Finalized Permits: Obtain Signatures” panel to access the permit document for printing and to track the signature process. A check box to document ‘Curator Review’ has been added.

Finalized Permits: Obtain Signatures (2)							
	Signed By Park	Signed By Investigator	Curator Review	Permit Number	Investigator	Active Start Date	Study Title
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	WIHO-2016-SCI-0012	commins, billy	12/15/2021	Test from home
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	WIHO-2021-SCI-0004	Brindi 2, Bill	12/12/2021	test save as draft 2

Additional optional sections added to Park Permit Conditions within the Park Profile for park collection conditions and park data submission conditions.

Park Personnel Approving Title

Park Specific Research Conditions

Do not leave equipment in the field

General Conditions which apply to all NPS Scientific Research and Collecting Permits are available from the HELP page. General Conditions are automatically appended to the permit conditions on the PDF printable permit)

Park Collection Permit Conditions

Notify Park Curator when arrive for field work

Park Data Submission Permit Conditions

Submit final reports and data set to primary park contact upon completion of study

Automated notification is sent to park curator(s) when Investigator Annual Report submission tags study as complete. The park curator may then check to determine whether all collections related requirements are fulfilled. The Park Curator role is identified in the park profile through the Park Curator email entry(ies).

The IAR form includes a section on study status:

For either a Scientific Study or a Science Education Activity, the status is: ²

- ☐ Continuing
- ☐ Suspended
- ☐ Terminated before completed
- ☒ Completed (for a study, check only if all specimens are catalogued)

If Completed...

- ☐ A final report has been provided to the park or will be provided to the park within the next two years.
- ☐ Copies of the field notes, datafiles, photos, or other study records, as agreed, have been provided to the park.
- ☐ All collected and retained specimens and retained material originating from such specimens have been cataloged into the NPS catalog system and NPS has processed loan agreements as needed.

Notification message to park curator(s) includes the permit number, permit holder name, permit study title, and a copy of the IAR.

Additional HELP documentation for investigators whose permit agreement includes collections to be permanently retained in park collections. This information is available to all RPRS users through the ‘Help’ link in upper right corner of the screen.

RPRS National Park Service Research Permit and Reporting System Part of IRMA (RPRS-2.4.1.18963-20210202-131045)		National Park Service U.S. Department of the Interior Natural Resource Stewardship and Science	
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On the Help page see ‘Links to Help Documentation’

Links to Help Documentation

Investigator Help - Intended for all researchers/scientists who wish to conduct research in one or more national parks

Investigator Tasks for Specimens to be Permanently Retained in Park Collections and Associated Documentation

Park Coordinator Help - Intended for the NPS Park Research Coordinators

Administrative option to identify park coordinator assignments as pertaining to park curator duties. This data point will facilitate specific permission assignments if parks ever decide to institute a park curator specific RPRS role.

The screenshot shows a web application interface with a dialog box titled "Edit User Permissions". The dialog contains the following fields:

- User:** FHitchcock@nps.gov
- UPN:** FHitchcock@nps.gov
- Issuer:** nps
- First Name:** F
- Last Name:** Hitchcock
- Email:** FHitchcock@nps.gov
- Park:** Adams (ADAM) (with an "Add Unit" button)

Below these fields is a table for assigning permissions:

Accept	Remove	Park	Curator
<input type="checkbox"/>	<input type="checkbox"/>	Adams (ADAM)	<input type="checkbox"/>

At the bottom of the dialog are "Cancel" and "Save" buttons.